

National Extension Integrated Pest Management Special Projects Program

FY 2007 Request for Applications

APPLICATION DEADLINE: July 20, 2007



U.S. Department of Agriculture



Cooperative State Research, Education, and Extension Service

**COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE;
U.S. DEPARTMENT OF AGRICULTURE**

**NATIONAL EXTENSION INTEGRATED PEST MANAGEMENT SPECIAL
PROJECTS PROGRAM**

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.500.

DATES: Applications must be received by close of business (COB) on July, 20, 2007 (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding. Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

STAKEHOLDER INPUT: The Cooperative State Research, Education, and Extension Service (CSREES) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program, if applicable, and will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Written stakeholder comments on this RFA should be submitted in accordance with the deadline set forth in the DATES portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy, Oversight, and Funds Management Staff; Office of Extramural Programs; Cooperative State Research, Education, and Extension Service; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: RFP-OEP@csrees.usda.gov. (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the National Extension Integrated Pest Management Special Projects Program (EIPM) RFA.

EXECUTIVE SUMMARY:

In FY 2007, the National Extension Integrated Pest Management Special Projects Program (EIPM) will provide funding to advance the goals of the National Roadmap for Integrated Pest Management (www.ipmcenters.org/IPMRoadMap.pdf) by addressing priority national needs associated with the design, development, implementation and evaluation of Extension integrated pest management programs. Support will be provided for projects that strengthen the ability of CSREES to actively address national needs in Extension IPM programming and rapidly respond to new issues and opportunities not currently addressed adequately through existing programs and funding mechanisms. Proposals submitted to the EIPM program should be relevant to current needs of Extension IPM programs for production agriculture, residential and public areas, and/or recreational environments on national and regional levels. EIPM encourages the

submission of proposals to help pest managers implement IPM methods that will enhance farm conservation efforts and the protection of natural resources. Projects can address management needs for any class of pests including weeds, insects, plant diseases, or vertebrates.

Successful proposals will demonstrate the potential for wide-scale impact and benefit, and the capacity to leverage funding and support from a variety of individuals and organizations in the public and private sectors.

The amount available for support of this program in FY 2007 is approximately \$490,000.

This notice identifies the objectives for EIPM projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for an EIPM grant. CSREES additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

TABLE OF CONTENTS

PART I—FUNDING OPPORTUNITY DESCRIPTION	5
A. Legislative Authority and Background.....	5
B. Purpose and Priorities	5
PART II—AWARD INFORMATION.....	6
A. Available Funding	6
B. Types of Applications	6
C. Project Types	6
PART III—ELIGIBILITY INFORMATION.....	6
A. Eligible Applicants	7
B. Cost Sharing or Matching	7
PART IV—APPLICATION AND SUBMISSION INFORMATION	7
A. Address to Request Application Package	7
B. Content and Form of Application Submission.....	8
C. Submission Dates and Times	9
D. Funding Restrictions	10
E. Other Submission Requirements.....	10
PART V—APPLICATION REVIEW REQUIREMENTS	10
A. General.....	10
B. Evaluation Criteria.....	11
C. Conflicts of Interest and Confidentiality	12
D. Organizational Management Information	12
PART VI—AWARD ADMINISTRATION	12
A. General.....	12
B. Award Notice	13
C. Administrative and National Policy Requirements	13
D. Expected Program Outputs and Reporting Requirements	14
PART VII—AGENCY CONTACT	15
PART VIII—OTHER INFORMATION	15
A. Access to Review Information.....	15
B. Use of Funds; Changes	15
C. Confidential Aspects of Applications and Awards.....	16
D. Regulatory Information	17
E. Definitions.....	17
F. CSREES' Grants.gov Implementation Plans	18
G. DUNS Number	19

PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

Section 3(d) of the Smith–Lever Act of May 8, 1914 (7 USC 341 et. seq.) as amended, authorizes the Secretary of Agriculture, acting through the Administrator of the Cooperative State Research, Education, and Extension Service (CSREES), to coordinate the extension work of the Department and the several States, Territories, and possessions.

B. Purpose and Priorities

In FY 2007, CSREES will provide funding to advance the goals of the National Roadmap for Integrated Pest Management (www.ipmcenters.org/IPMRoadMap.pdf) by addressing priority national needs associated with the design, development, implementation and evaluation of Extension integrated pest management programs. Support will be provided for projects that strengthen the ability of CSREES to actively address national needs in Extension IPM programming and rapidly respond to new issues and opportunities not currently addressed adequately through existing programs and funding mechanisms.

Proposals submitted to National Extension Integrated Pest Management Special Projects Program (EIPM) should be relevant to current needs of Extension IPM programs for production agriculture, residential and public areas, and/or recreational environments. The program encourages the submission of proposals to help pest managers implement IPM methods that will enhance farm conservation efforts and the protection of natural resources. Projects can address management needs for any class of pests including weeds, insects, plant diseases, or vertebrates.

Proposals submitted to the EIPM program must be relevant to Extension education efforts on a regional or national scale. Support may be provided for a variety of projects and activities, including, but not limited to:

- The development and delivery of Extension education programs for mature IPM systems.
- The development and delivery of programs to educate end-users about the availability of incentives designed to increase adoption of IPM practices.
- Workshops and conferences related to specific pest systems.
- The development of IPM practice checklists for specific pest systems on a multi-state or national scale.
- The development of educational materials and teaching and training tools to facilitate IPM implementation for specific pests and/or for management systems.
- IPM program assessment and evaluation, including the development of case studies, impact reports and outreach materials that highlight successful IPM programs.

- The development and delivery of in-service training programs for Extension personnel and government employees.
- The design and delivery of training for pest identification, especially new pests, invasive/exotic pests, and high consequence pests.
- Efforts to foster new collaborations and coordinated programs between individuals and institutions.
- The development and maintenance of databases and other information resources needed for pest management decision making, including IPM record keeping and resource management systems.
- The prioritization of extension/education needs to address critical pest and disease management issues that may include rapid response needs for existing or new and emerging pest issues.

Successful projects will demonstrate the potential for wide-scale impact and benefit, and the capacity to leverage funding and support from a variety of individuals and organizations in the public and private sectors.

PART II—AWARD INFORMATION

A. Available Funding

There is no commitment by CSREES to fund any particular application or to make a specific number of awards. Approximately \$490,000 will be available to fund applications in FY 2007.

B. Types of Applications

Only new applications are to be submitted in response to this RFA.

C. Project Types

Proposals may request funding in any amount up to \$490,000. Support will be provided for projects that strengthen the ability of CSREES to actively address current national needs of Extension IPM programs for production agriculture, residential and public areas, and/or recreational environments. EIPM proposals may be submitted for a project period up to three years.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Only Extension Directors of 1862 and 1890 Land-grant Institutions are eligible to submit applications and receive EIPM awards. Award recipients may subcontract to other organizations provided such organizations are necessary for the conduct of the project.

An applicant's failure to meet an eligibility criterion by the time of an application deadline will result in CSREES returning the application without review or, even though an application may be reviewed, will preclude CSREES from making an award.

B. Cost Sharing or Matching

There is no matching requirement for EIPM applicants and matching resources will not be factored into the review process as evaluation criteria.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

Only electronic applications may be submitted via Grants.gov to CSREES in response to this RFA.

Prior to preparing an application, it is suggested that the PD/PI first contact an Authorized Representative (AR) to determine if the organization is prepared to submit electronic applications through Grant.gov. If the organization is not prepared, the AR should see http://www.grants.gov/applicants/get_registered.jsp for steps for preparing to submit applications through Grants.gov.

The steps to access application materials are as follows:

1. Download and install PureEdge Viewer, a small, free program that provides access to the grant application. See http://www.grants.gov/resources/download_software.jsp#pureedge.
2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on "Apply for Grants" in the left-hand column, click on "**Step 1: Download a Grant Application Package and Instructions**," enter the funding opportunity number USDA-CSREES-SLBCD-000850 in the appropriate box and click "Download Package." From the search results, click "Download" to access the application package.

Contained within the application package is the "[CSREES Grants.gov Application Guide: A Guide for Preparation and Submission of CSREES Applications via Grants.gov](#)." This Guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

If assistance is needed to access the application package (e.g., downloading or navigating PureEdge forms, using PureEdge with a Macintosh computer), refer to resources available on the Grants.gov Web site first (<http://grants.gov/>). Grants.gov assistance is also available as follows:

- Grants.gov customer support
Toll Free: 1-800-518-4726
Business Hours: M-F 7:00 am – 9 pm Eastern Standard Time
Email: support@grants.gov

See <http://www.csrees.usda.gov/funding/electronic.html> for additional resources for applying electronically.

B. Content and Form of Application Submission

Electronic applications should be prepared following Part V and VI of the document entitled “[A Guide for Preparation and Submission of CSREES Applications via Grants.gov](#).” This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed in order to prepare an application in response to this RFA. If there is discrepancy between the two documents, the information contained in this RFA is overriding.

Note: All attachments with applications must be in portable document format (PDF). See Part III section 3. of the Guide.

1. R&R Other Project Information Form

a. Project Summary/Abstract (Field 6. on the Form). The summary should also include the relevance of the project to the goals of EIPM.

b. Project Narrative (Field 7. on the Form).

PLEASE NOTE: The Project Narrative shall not exceed ten pages of single-spaced text (including figures and tables) using 12-point font. This maximum has been established to ensure fair and equitable competition. The Project Narrative must include all of the following:

(1) Objectives and Outcomes. Clear, concise, complete, and logically arranged statement(s) of the specific aims of the proposed effort and an effective plan for assessing program outcomes must be included in all applications.

(2) Procedures. The procedures or methodology to be applied to the proposed effort should be explicitly stated. This section should include but not necessarily be limited to: (i) a description of the proposed Extension project; (ii) techniques to be employed, including their feasibility; (iii) kinds of results expected; (iv) means by which data will be analyzed or interpreted; (v) pitfalls that might be encountered; and (vi) limitations to proposed procedures.

(3) Justification. This section should include in-depth information on the following, when applicable: (i) estimates of the magnitude of the problem and its relevance to ongoing Extension programs; and (ii) reasons for having the work performed by the proposing institution.

(4) Literature Review. A summary of pertinent publications with emphasis on their relationship to the effort being proposed should be provided and should include all important and recent publications from other institutions, as well as those from your institution. The citations themselves should be accurate, complete, and written in an acceptable journal format.

(5) Current Work. Current unpublished institutional activities to date in the focus area under which the application is being submitted should be described.

(6) Project Timetable. The application should outline all important phases as a function of time, year by year, for the entire project period.

2. CSREES Supplemental Information Form

- a. Program Code (Field 2. on the Form). Enter the appropriate program code name and the program code exactly as it appears in the table below. Note that the Program Code is case-sensitive. Do not include spaces in the Program Code. This data field is used to electronically route your proposal to the correct program.

Program Code Name	Program Code
EPMP Pest Management Project	QQ.E

- b. Conflict of Interest List (Field 4. on the Form). Please include conflict of interest list.

C. Submission Dates and Times

Instructions for submitting an application are included in Part IV, Section 1.9 of the CSREES Grants.gov Application Guide.

Applications must be received by Grants.gov by COB on July 20, 2007 (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding.

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received a confirmation message from CSREES within 30 days of submission of the application, please contact the Program Contact identified in Part VII of this RFA and request the proposal number assigned to the application. Failure to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.

D. Funding Restrictions

CSREES has determined that grant funds awarded under this authority may not be used for: the renovation or refurbishment of research, education, or extension space, the purchase or installation of fixed equipment in such space, or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (91 Stat. 981), indirect costs are unallowable costs under this program, and no funds will be approved for this purpose. Costs that are a part of an institution's indirect cost pool may not be reclassified as direct costs for the purpose of making them allowable.

In addition, tuition remission is prohibited by Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended (7 U.S.C. 3319).

E. Other Submission Requirements

The applicant should follow the submission requirements noted in the document entitled "A Guide for Preparation and Submission of CSREES Applications via Grants.gov."

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

Each application will be evaluated in a two-part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, applications that meet these requirements will be technically evaluated by a review panel.

Reviewers will be selected based upon training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (a) the level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (c) the need to include as reviewers other experts, e.g. producers, range or forest managers/operators, and consumers, who can assess relevance of the applications to targeted audiences and to program needs; (d) the need to include as reviewers experts from a variety of geographic locations and organizational types, e.g. colleges, universities, industry, state and federal agencies, private profit and non-profit organizations; (e) the need to maintain a balanced composition of reviewers with regard to minority and gender representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness to producers and the general public of each application.

B. Evaluation Criteria

The evaluation criteria and weights below will be used in reviewing applications submitted in response to this RFA:

1. Overall quality of the application (30 points);
 - The proposed project addresses an important program need identified by Extension IPM Coordinators, other IPM practitioners or Pest Management Strategic Plans (www.ipmcenters.org/pmsp/index.cfm).
 - The proposed project is relevant over a region or has application to a national audience.
 - The proposed project demonstrates the capacity to leverage funding and support from a variety of individuals and organizations in the public and private sectors
 - The objectives are appropriate to address needs for the client/end-user community for the specific pest in question and the methods are consistent with the strategic goals as presented in the National Roadmap for Integrated Pest Management (www.ipmcenters.org/IPMRoadMap.pdf).
2. Quality of the procedures (20 points);
 - The proposal includes relevant disciplines, Federal and State agencies, and other organizations including research, extension, consultants, private sector, and producers, as appropriate, to provide needed expertise.
3. Feasibility of attaining objectives (20 points);
 - The proposal provides a realistic plan for project implementation and completion within the planned time-frame.
 - The proposal establishes clear objectives and well defined outputs and outcomes. An effective plan for assessing program outcomes is presented.
4. Education and experience of key project personnel (10 points);
 - In the absence of a relevant educational background, evidence is provided for experiential learning that provides a sound foundation for successful completion of a well conceived project.
 - Failure to attract key personnel will not endanger completion of the project.
5. Appropriateness of budget request to attaining project objectives (5 points).
 - Budgets reflect reasonable and realistic costs to accomplish the project.

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 6400 Arlington Boulevard, Suite 648, Falls Church, Virginia 22042. Phone: (703) 532-2300. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process. Therefore, the names of the reviewers will not be released to applicants.

D. Organizational Management Information

Specific management information relating to an applicant shall be submitted on a one time basis, with updates on an as needed basis, as part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another CSREES program. CSREES will provide copies of forms recommended for use in fulfilling these requirements as part of the preaward process. Although an applicant may be eligible based on its status as one of these entities, there are factors which may exclude an applicant from receiving Federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the awarding official of CSREES shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the awarding official of CSREES as the effective date of the grant shall be no later than September 30 of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by CSREES under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (parts 3015 and 3019 of 7 CFR).

B. Award Notice

The award document will provide pertinent instructions and information including, at a minimum, the following:

- (1) Legal name and address of performing organization or institution to whom the Administrator has issued an award under the terms of this request for applications;
- (2) Title of project;
- (3) Name(s) and institution(s) of PDs chosen to direct and control approved activities;
- (4) Identifying award number assigned by the Department;
- (5) Project period, specifying the amount of time the Department intends to support the project without requiring recompetition for funds;
- (6) Total amount of Departmental financial assistance approved by the Administrator during the project period;
- (7) Legal authority(ies) under which the award is issued;
- (8) Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
- (9) Applicable award terms and conditions (see <http://www.csrees.usda.gov/business/awards/awardterms.html> to view CSREES award terms and conditions);
- (10) Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and
- (11) Other information or provisions deemed necessary by CSREES to carry out its respective awarding activities or to accomplish the purpose of a particular award.

C. Administrative and National Policy Requirements

Several Federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

7 CFR Part 1, subpart A—USDA implementation of the Freedom of Information Act.

7 CFR Part 3—USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A—USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 331 and 9 CFR Part 121—USDA implementation of the Agricultural Bioterrorism Protection Act of 2002.

7 CFR Part 3015—USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122, now codified at 2 CFR Parts 220 and 230) and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017—USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement) and 7 CFR Part 3021—Governmentwide Requirements for Drug Free Workplace (Grants).

7 CFR Part 3018—USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

7 CFR Part 3019—USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.

7 CFR Part 3052—USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Non profit Organizations.

7 CFR Part 3407—CSREES procedures to implement the National Environmental Policy Act of 1969, as amended.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute) —prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq. —Bayh Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

D. Expected Program Outputs and Reporting Requirements

Grantees must submit Annual Progress Reports to CSREES that detail progress toward achieving goals and objectives of the project and a Final Performance Report that includes a brief project impact statement written in lay language. These reports should be succinct and no longer than five (5) pages, single-spaced, using 12-point font. They should include the following information about the project: (1) basic information (i.e., project title, name(s) of PD(s), award number, and reporting period); (2) a description of the stakeholder needs identified, problems addressed, and results of the project (including publications); (3) plans for the upcoming year; and (4) if applicable, a description of subaward activity, including the process used to select recipients. Any students who work on a project should be listed in the project reports (i.e., report graduate

degrees awarded and undergraduates trained, as applicable). A budget summary should be attached to each report to provide an overview of all monies spent during the reporting period.

Grantees are also required to submit initial project information and annual and summary reports to CSREES' Current Research Information System (CRIS). The CRIS database contains narrative project information, progress/impact statements, and final technical reports that are made available to the public. For applications recommended for funding, instructions on preparation and submission of project documentation will be provided to the applicant by the agency contact. Documentation must be submitted to CRIS before CSREES funds will be released. Project reports will be requested by the CRIS office when required. For more information about CRIS, visit <http://cris.csrees.usda.gov>.

PART VII—AGENCY CONTACT

Applicants and other interested parties with programmatic questions are encouraged to contact Dr. Martin Draper, National Program Leader for Plant Pathology at 202-401-1990 or e-mail at mdraper@csrees.usda.gov.

If, after reviewing the “CSREES Grants.gov Application Guide” and this request for applications, assistance is still needed for preparing application forms content, contact the CSREES Proposal Services Unit at:

- Email: paper@csrees.usda.gov
- Phone: (202) 401-5048, 9:00 a.m. – 5 p.m. ET
- Business hours are M-F, 7:00 a.m. – 5 p.m. ET, excluding Federal holidays.

PART VIII—OTHER INFORMATION

A. Access to Review Information

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

B. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

Unless the terms and conditions of the award state otherwise, the awardee may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

2. Changes in Project Plans

a. The permissible changes by the awardee, PD(s), or other key project personnel in the approved project shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to

the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

b. Changes in approved goals or objectives shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

c. Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes.

d. Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the awardee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the award.

e. The project period may be extended by CSREES without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed five years. Any extension of time shall be conditioned upon prior request by the awardee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of award.

f. Changes in Approved Budget: Unless stated otherwise in the terms and conditions of award, changes in an approved budget must be requested by the awardee and approved in writing by the ADO prior to instituting such changes if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

C. Confidential Aspects of Applications and Awards

When an application results in an award, it becomes a part of the record of CSREES transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in an award will be retained by the Agency for a period of three years. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

D. Regulatory Information

For the reasons set forth in the final Rule related Notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

E. Definitions

For the purpose of this program, the following definitions are applicable:

Administrator means the Administrator of the Cooperative State Research, Education, and Extension Service (CSREES) and any other officer or employee of the Department to whom the authority involved is delegated.

Authorized departmental officer means the Secretary or any employee of the Department who has the authority to issue or modify grant instruments on behalf of the Secretary.

Authorized representative means the president, director, or chief executive officer or other designated official of the applicant organization who has the authority to commit the resources of the organization.

Budget period means the interval of time (usually 12 months) into which the project period is divided for budgetary and reporting purposes.

Department or USDA means the United States Department of Agriculture.

Education activity means formal classroom instruction, laboratory instruction, and practicum experience in the food and agricultural sciences and other related matters such as faculty development, student recruitment and services, curriculum development, instructional materials and equipment, and innovative teaching methodologies.

Extension activity means an act or process that delivers science-based knowledge and informal educational programs to people, enabling them to make practical decisions.

Grant means the award by the Secretary of funds to an eligible organization or individual to assist in meeting the costs of conducting, for the benefit of the public, an identified project which is intended and designed to accomplish the purpose of the program as identified in these guidelines.

Grantee means an organization designated in the grant award document as the responsible legal entity to which a grant is awarded.

Peer review means an evaluation of a proposed project for scientific or technical quality and

relevance performed by experts with the scientific knowledge and technical skills to conduct the proposed work or to give expert advice on the merits of a proposal.

Prior approval means written approval evidencing prior consent by an authorized departmental officer as defined in (2) above.

Project means the particular activity within the scope of the program supported by a grant award.

Project director means the single individual designated in the grant application and approved by the Secretary who is responsible for the direction and management of the project.

Project period means the period, as stated in the award document, during which Federal sponsorship begins and ends.

Research activity means a scientific investigation or inquiry that results in the generation of knowledge.

Secretary means the Secretary of Agriculture and any other officer or employee of the Department to whom the authority involved is delegated.

F. CSREES' Grants.gov Implementation Plans

CSREES is continuing to develop its capacity to exchange proposal and grant data electronically with its grantees through [Grants.gov](http://www.grants.gov) and to process, review, and award proposals and grants electronically.

In Fiscal Year (FY) 2006, CSREES offered an electronic application option for select grant programs and partnered with five institutions to use Grants.gov Apply. CSREES utilized the SF-424 R&R (Research and Related) forms package (see 70 FR 9656, published in the Federal Register on February 28, 2005) along with CSREES Agency-specific forms and instructions to receive the electronic applications. These pilot activities were successful and provided lessons for applicants and CSREES.

As a result, for the FY 2007 (October 1, 2006-September 30, 2007) cycle, CSREES is requiring electronic submission through Grants.gov for some programs while providing a Grants.gov option for others. Please visit <http://www.csrees.usda.gov/funding/fy07changes.html> for information about FY 2007 submission requirements by program. For more information about CSREES' Grants.gov plans, including important announcements, program implementation, and detailed requirements, see the CSREES' web site, http://www.csrees.usda.gov/business/other_links/egov/egov.html. The information on these web sites will be updated as appropriate. It is suggested that the sites be visited periodically for important updates.

G. DUNS Number

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide. A Federal Register notice of final policy issuance (68 FR 38402) requires a DUNS number in every application (i.e., hard copy and electronic) for a grant or cooperative agreement (except applications from individuals) submitted on or after October 1, 2003. Therefore, project directors should contact an AOR to obtain the DUNS number or have the AOR begin the steps needed to obtain one.

For information about how to obtain a DUNS number go to <http://www.grants.gov/RequestaDUNS>. Please note that the registration may take up to 14 business days to complete.